

VACANCY ANNOUNCEMENT # 13/08/39

SECURITY INVESTIGATOR, FSN-9 (OR); FP-5 (NOR)

From: HR-Theresa Gillespie
Open to: All interested candidates
Opening Date: August 27, 2013
Closing Date: September 10, 2013
Work Hours: Full time - 40 hours per week.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Security Investigator in the U.S. Secret Service Office (USSS).

Basic Function of Position

The incumbent is responsible for the planning, conducting and coordination of criminal and non-criminal complex investigations as assigned, involving highly sensitive alleged or suspected violations of USSS related laws and regulations. The incumbent is also responsible for assisting in the coordination of protective visits of Secret Service protectees in Peru. Will coordinate and assist the USSS Attaché in maintaining effective liaison within the law enforcement and judicial community in Peru. The employee is required to travel as needed throughout the area of responsibility of the Attaché office to conduct investigative responsibilities and protective assignments. The employee will be required to travel to the U.S. for training, in service training, qualification or other assignments as needed in support of the USSS mission. Will coordinate and or conduct law enforcement or investigative/protective seminars throughout Peru related to USSS violations and protective responsibilities.

Please note: At the end of this Vacancy Announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

Qualifications Required

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education: Completion of two years of college/university studies in general coursework such as English composition, math, education, and other general electives are required.

2. Prior Work Experience: Five years of law enforcement, investigative experience, or prior governmental or judicial experience with Peruvian criminal law or accredited security agencies.

3. Language: Level III (Good Working Knowledge) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Must have thorough knowledge of legislation and organizational structure of Peruvian judicial system and police agencies; Peruvian laws related to USSS jurisdictional responsibility, protective and investigative techniques, and identification, handling and control of evidence and contraband.

5. Skills and Abilities: Must possess a valid driver's license. Please attach a copy. Must have the ability to draft reports and complete administrative paperwork in English. Must have good working knowledge of Microsoft Excel, PowerPoint, Word, Outlook and Internet Explorer. Must have the physical ability and willingness to perform emergency first aid, defensive and protective driving techniques, physical defensive measures training, ability to detect counterfeit U.S. currency (post entry training). Required to be skilled and knowledgeable in protective and investigative techniques and the ability to effectively cope with the inherent hazards associated with such assignments.

Selection Process

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria

1. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates.

2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

To Apply

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); <http://www.state.gov/documents/organization/136408.pdf> or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Applicants from within the Mission should also fill out the Memorandum of Application
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit Applications To:

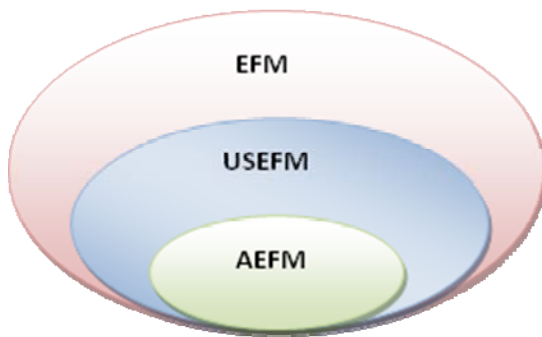
Human Resources Office
Av. Lima-Polo Cdra. 1 s/n
Monterrico - Lima 33
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2169
Fax: 618-2330

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. **Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed [service](#) member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan ([AIT](#)), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)

- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Home and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: September 10, 2013

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: USSS – Frank Romano _____

Major Duties and Responsibilities of the Position

Investigative / Operational Support: (60% of time)

A) The employee will, on his/her initiative, contact local Law Enforcement agencies and obtain/verify sufficient and accurate information on arrests, seizures of contraband, identification of counterfeit U.S. currency, financial crimes, computer/cyber crimes, information of a Protective Intelligence nature and background data, to enable comprehensive reports to be prepared and submitted to the applicable Headquarters Division of the U.S. Secret Service.

B) The employee will collect, interpret and analyze information of a criminal intelligence and protective intelligence nature, in order to assist Special Agents and the Attaché assigned to the Resident Office. This information will also be utilized to assist local Law Enforcement agencies in the furtherance of their investigations.

C) Prepares written summaries of investigative findings and observations for the Special Agents and Attaché. Will prepare a written response to an individual or outside office requesting information from the Resident Office.

D) Will, through either formal or informal channels, obtain needed information or required documentation from the various Peruvian Law Enforcement and private sector agencies/organizations. Will conduct effective liaison with these entities as well as governmental, judiciary, regulatory or legislative entities in Peru, in order to further the effectiveness of the Attaché Office.

E) Will, as needed conduct static or mobile surveillance of subjects/suspects involved in criminal activity, assisting the local Law Enforcement agencies in a support or coordination role. Will conduct videotaping or photographic evidence gathering as required to assist an investigation.

F) Will, as needed travel to other cities in Peru to coordinate investigations with Law Enforcement entities.

G) Will as needed assist Special Agents in conducting witness/informant/suspect interviews in furtherance of an investigation.

H) Will help manage the management of the cash confidential fund for payment of informants and re-imbursement of expenses incurred by the PNP.

I) Organize and conduct training seminars for assigned law enforcement officers and partners.

K) Will supervise the day-to-day operational actions of the 15 law enforcement officers assigned to the Vetted Unit.

Protection Related Responsibilities: (15% of time)

A) The employee will be tasked with conducting and assisting with protective advances, assisting with physical security, preparing protective advance documents and surveys , and conducting security assessments for the following Secret Service Protected Persons:

The President of the U.S. (and family), Vice President (and family), Former Presidents (and spouses), Secretary of Homeland Security, and other protectees of the USSS as designated by Executive order (such as: White House Chief of Staff, National Security Advisor, Secretary of the Treasury, Deputy Secretary of Homeland Security and U.S. Trade Representative or others).

B) In performing the above functions, the employee will:

1. Arrange and conduct security planning meetings with appropriate Police/Security/Government agencies in support of the mission.
2. Examine a building or site for ingress/egress and emergency exit points.
3. Make recommendations for security enhancements of sites.
4. Complete a site security post assignment log listing middle and outer perimeter police posts.
5. Identify and arrange "Perimeter zones of security".
6. Post and brief police or other security personnel at a site.
7. Identify an appropriate hospital and conduct a thorough hospital survey.
8. Identify and coordinate with local police appropriate primary and secondary motorcade routes, appropriate arrival points, and assist the local police in identifying and mitigating possible problem areas in motorcade routes.
9. Coordinate and make recommendations to local police as to the composition of motorcades, and the position within the motorcade of various security elements.
10. Communicate in a timely manner any vital information to the Attaché and/or the protectee's security detail.
11. All the above delineated responsibilities are carried out with direct supervision.
12. During Presidential, Vice Presidential or other "High" level visits, the above responsibilities are performed in an assisting mode in which the employee will serve as a counterpart to a Special Agent, with the employee serving as an advisor on local conditions

and cultural fine points, as well as insuring that the Agent is in contact with the appropriate law enforcement or local officials to effectively accomplish the mission. In situations where language barriers are present, the employee is required to translate or serve as interpreter for the Agent, to include conducting of a meeting with governmental or other agencies.

13. On lower level visits, the employee may or may not be assigned to a Special Agent in performing some of the above responsibilities. This is at the discretion of the Attaché or his designee.

14. The employee is responsible for preparing items such as diplomatic notes, application and securing of weapons permits, preparing any customs paperwork as necessary and any other required governmental administrative requirements.

Liaison Responsibilities: (15% of time)

A) The employee is the initial and main point of contact for Peruvian law enforcement agencies on a daily basis. He will advise and make recommendations to the Attaché as to any ceremonial or diplomatic activities that the Attaché or his designee should attend or host. The employee will advise of any and all appropriate protocol requirements. In this liaison capacity, the employee will be in direct contact with high level police, private sector or government officials and is required to represent themselves and the USSS in a professional manner.

B) The employee is required to arrange meetings with the appropriate law enforcement agencies, judicial authorities, and governmental agencies on behalf of the USSS office. The employee is required to translate or serve as interpreter when there is a language barrier.

C) The employee is required to prepare written items, such as letters, memorandums, application forms or any other needed items in the Spanish language when needed by the USSS office.

Administrative and Other Duties: (10% of time)

A) Employee is required to perform administrative paperwork (forms or other) as required of USSS employees. Employee will assist the Administrative Officer with administrative duties required by the USSS. Employee will also perform administrative duties as normally required of the Administrative Officer in their absence. Employee will be assigned special projects at the direction of the Attaché (to include the performance of administrative duties or assignments) not specified or covered in the ICASS agreement.

B) Employee is responsible for reading applicable print media materials and being informed of any media matters that could be of interest to the USSS mission in Peru.

C) Employee is responsible for vehicle maintenance and vehicle maintenance documentation as well as the purchase of required equipment for the three (3) vehicles assigned to the USSS Office.

D) Employee is responsible for establishing an equipment inventory and track any equipment purchased for the purpose of donation to a law enforcement agency or specifically a law enforcement "Vetted" group.

E) Employee is responsible for arranging and coordinating seminars and training for law enforcement agencies, banks or appropriate others that pertain to the USSS investigative mission (counterfeit currency, access device fraud, identity theft, cyber crimes, etc.).

F) Employee is responsible for coordinating and expediting airport arrivals of USSS personnel by planning with airport security personnel, immigration and customs agencies and airline officials to insure a smooth and uneventful arrival and or departure of the personnel.

Note:

The above delineated responsibilities or duties are not "All inclusive". Additional responsibilities/duties may be assigned by the Attaché or designee to fulfill the needs of the Service